

Public Events Meeting Minutes

Monday, January 28, 2013
7:30 PM at the Senior Citizen Center

1. **Call to order:**
 - a. Flag salute
 - b. Attendance
2. **Open to the Public**
3. **New business**
 - a. Executive member voting for the New Year:
 - All motions passed with a yes vote from all present:
 - Chair - Pat Tirri
 - Vice chair - Michael Kozak
 - Secretary - Erinda Kikot
 - Treasurer - Jerri Angermueller
 - b. Set new meeting dates for this year.

Who's going to send them to the Borough for publication? **Erinda**

Where do they need to be posted other than Borough Hall? **No**

Dates : (Feb 11, March 11, April 8, May 13, June 10, July 8, Aug 12, Sept 9, Oct 14, Nov 11, Dec 9, 2013)

 - **Erinda found out that once dates are e-mailed to Lisa for posting in the newspaper, the dates must also be sent to Rose at the Senior Center in order to get the permission to use the building from her, to then get the key from the police station. Jerri will check our mailbox for anything new.**
 - c. Who has keys to the mailbox, checkbook, org card for Shoprite purchases , any other misc. things? Who should be in charge of holding them?
 - **Jerri has two organizational cards and mailbox key in her possession. She does not have a checkbook, so we'll have to speak to Mr. Kunze to get one.**
 - d. Discussion and voting on starting a second trust fund account (Howard)
 - **Howard proposed we start a second trust fund. He read the letter that he sent to the Suburban News to everyone. Tim cleared that Brian Ch. Is looking into it and will let us know about how the funding should be spent and what we can do with which account. . Pat summed it as: can we do it, do we want to do it, then plan, fund, etc.. Further discussion tabled to the following meeting.**
 - e. NJCB
 - **Erinda updated everyone on an e-mail we got from their President, Charlie Good, letting us know that the group is interested in performing in our future events.**
4. **Old business (Reviews/Discussions/Approvals)**
 - a. Meeting minutes review and approval from 12/10 (copy sent via e-mail on 12/18/12)
 - **Approved as they are.**
 - b. Logo discussion (copy sent via e-mail on 12/18/12)
 - **Erinda updated the group on the logo choices and decisions. Everyone liked it and it's set, we have a new logo.**
 - c. M&C ordinance discussion (copy sent via e-mail on 1/3/13)
 - **Everyone got it and understands it.**
 - d. New member appointment discussion. (term length, positions, etc..)
 - **Jerri had a copy which she shared with the group. 3-yr. appointments for Jerri, Ginny, Mame, Pat and Erinda, 2-yr. appointments for Mike and Thomas and 1-yr. appointment for Howard.**
 - e. Bylaw discussion and voting for finalization (copy sent via e-mail on 1/16/13)

Member misconduct discussion (Erinda)

- Erinda shared the additions to the by-laws as they stood the meeting prior. Everyone agreed with what was written and we voted and accepted the proposed by-laws. Erinda will forward to Lisa and Tim for M&C approval.
- f. Holiday event procedures discussion and approval (copy sent via e-mail on 12/18/12)
What do we do next after finalization?
- There were no additions from any other members at this point. Everyone is happy with the way they are.
 - Erinda had a meeting with Mr. Kunze and Mr. Mangan on December 21st to go over purchasing procedures in order to come up with our own step-by-step ones to follow. Sent a draft to be approved by the two gentlemen and is waiting on an answer. A follow up e-mail was sent on 1-22-13 and they will be reviewed probably mid-February. Erinda updated everyone on some purchasing procedures as well as on the committee having a petty cash account.
- g. T-shirts quote for discussion and approval (copy sent via e-mail on 12/18/12)
- Erinda got a quote. Prices presented to the group and we all decided we should get 36 shirts in order to have some extras. All shirts will be red polo shirts without pockets, except for two (with pocket). And have logos printed on both sides. Erinda will put totals together for final distribution to everyone. Purchase approved from everyone. Erinda will start the purchasing process with the vendor.

5. Unfinished business

- a. Easter egg hunt (March 23)
- Jerri, Mame and Howard updated everyone on how things were done last year. We had discussions, kept some things, introduced new ideas and decided to go with the arrangements below.
 - Bunny suit is in the Borough Hall basement.
 - Mame booked the field and put in all paper work, which she scanned and sent to Erinda for record keeping for future reference as well as to put procedures together.
 - Pat will be looking for someone to be the bunny, but will do it in case of emergency.
 - Refreshments: Jerri will get juice boxes (200) also milk, cream and sugar from Shoprite, Chopper will ask Dunkin Donuts for munchkin donations (400), Howard will ask Starbucks for coffee donations and everyone will report back in time in case we need to make other arrangements.
 - Erinda will ask the Farmer's Market Clown for free entertainment and Dave will ask for another clown for balloon animals.
 - PA system will be set up by DPW.
 - Advertisement : Erinda will work on flyers (Jerri will send a past flyer for reference) Erinda will investigate the flyer distribution for the schools issue and if we can't send flyers, we'll have to come up with another way to advertise for the school students. Also, other places to send an article will be: Oracle, Patch, Oakland Journal, The Suburban,OEF.
 - Egg Quote to discuss (Erinda)
 - Got two quotes, one from last year's vendor and a new one. The new one came with one toy and one candy vs. only one in the old arrangements as well as purchasing 4 dz. special toys to go in the golden eggs, and the price was still cheaper with the new company so we decided to go with them. Erinda will start the paper work.
- b. Restaurant week/Oakland Day car show 5/18
- Pat will discuss the restaurant week with the farmer's market and report back.
 - Car show definitely a no-go for this year.
- c. Memorial Day parade (May 26)
- d. Pow Wow, *Mame*
- Are we doing this?
 - No interest from the group.
- e. Carnival update (June 26-29) Mike
- Do we have a draft we need to present to the parties interested?

- Sub-committee met before tonight's meeting and will meet again on Sat morning to discuss what we are going to offer then have the interested groups come present their side at the next meeting.
- Mike updated the group on the new ride company; the current standing is 16 vs 12 rides last year. We need to get answers from the borough in order to pick the group that will run the games of chance. Deadline for anyone to approach us stating their interest in participating is Feb 7th.

f. Halloween parade (Saturday October 26 possible date)

g. Holiday Event 2013 (Sunday December 8 possible date)

6. **Closing comments/Announcements**

Next meeting on February 11, 2013.

Treasurer's report :

- a. Jerri had questions about the new budget and Tim clarified it for her.

7. **Adjournment**

Meeting adjourned at 9:20 pm. Moved, seconded and voted yes unanimously.